Filing a Return as an LPG Vendor Uploading a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features
- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login ›

Log in to your Account

Username: [   ]
Password: [   ]

Forgot your Password?

[Continue]

Create an Account

If you are not already using EPath to access your account, create an account now.

[**Create Account**]

[**Watch Video on Creating an Account**]

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:
  Biodiesel Producer   Blender
  Ethanol Broker   Ethanol Producer
  Importer/Exporter   LNG
  LPG User   LPG Vendor
  Supplier

[**Make a Payment** ›] If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

[**Due Dates Calendar**]

Access EPath Help from every screen

← Please refrain from using the browser's back button while using this site.
🔒 This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement

Each 🛈 has help information, simply point to the 🛈 to display the information.

Main Menu ➤

File and/or pay taxes.
▸ **File or Amend Return/Payment** 🛈
▸ **Upload Additional Documentation** 🛈
▸ **Payment Only** 🛈

Select an account function to perform.
▸ Add/Edit User Accounts 🛈
▸ **Cancel Licenses**
▸ **Print License Card**
▸ **Change Profile** 🛈
▸ Add a License

View History.
▸ **View Account Activity** 🛈
▸ **View Pending Items** 🛈
▸ **View/Edit Pending Electronic Payments** 🛈
▸ **View Deleted Electronic Payments** 🛈

[Log out]

Main Menu ➤

File and/or pay taxes.

▶ File or Amend Return/Payment ⓘ   ▶ Payment Only ⓘ

▶ Upload Additional Documentation ⓘ

Tax Return Filing Menu ➤

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

3000-1000-LV Wonder Woman Corporations (LPG Vendor) ▼

⦿ File a Return For:

--Please select a Period--

○ Amend a Return For: ⓘ

FEB 2016 (Monthly Return)
JAN 2016 (Monthly Return)

○ Edit a Saved Return:

DEC 2015 (Monthly Return)
NOV 2015 (Monthly Return)

Select the Data Entry Method:

OCT 2015 (Monthly Return)
SEP 2015 (Monthly Return)

~~Manual Data Entry~~

Log out   Back   Next

Step 1: Use the dropdown boxes to display license numbers and returns

Step 2: Choose from Filing Options to file, amend, or edit returns

South Dakota
Department of Revenue

Tax Return Filing Menu ➤

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

○ File a Return For:

⦿ File a Return For:

○ Amend a Return For: ❶

○ Edit a Saved Return:

Select the Data Entry Method:

| 3000-1000-LV Wonder Woman Corporations (LPG Vendor) | ▼ |

| FEB 2016 (Monthly Return) | ▼ |

| You do not have a return that can be amended at this time | ▼ |

| --Please select a Period-- | ▼ |

⦿ Upload File Containing Data

○ Manual Data Entry

Log out

Back   Next

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Step 3: Choose a Data Entry Method to input a schedule

South Dakota Department of Revenue

Example: Upload a File Containing Data

Data File Definition ➤

Main Menu
Logout

File Definition ➤
File Layout
File Upload
File Preview
View Return
Verify Info

Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first [7] **lines of the file** ←

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

1. ○ **Fixed Length:**

   ☐ File contains no line feeds

2. ◉ **Delimited File:**

   Field Delimiter: [Comma (,) ▾] ☐ Other: [ ]

   String Qualifier: [Double Quote (") ▾] ☐ Other: [ ]

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

[Back] [Next]

Click Next

South Dakota Department of Revenue

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

❖ You will only be reporting liquid petroleum gas sales so the product type entered will always be 54. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	Description
6e	This schedule type will be used to report the transactions where gallons were sold tax exempt because the customer is a licensed LPG Vendor. This amount will be reported on Line 1 of the tax return.
8	This schedule type will be used to report transactions where the gallons were sold tax exempt to the US Government. This amount will be reported on Line 3 of the tax return.
10g	This schedule type will be used to report transactions where gallons were tax exempt to other tax exempt parties (LPG Users or Highway Contractors). This amount will be reported on Line 4 of the tax return.
7	This schedule type will be used to report transactions where gallons were exported out of the state. This amount will be reported on Line 5 of the tax return.
5	This schedule type will be used to report transactions where gallons were delivered with tax collected. This amount will be reported on Line 7 of the tax return.
2	This schedule type will be used to report gallons that have been received from a motor fuel licensee where tax was unpaid. This amount will be reported on Line 10 of the tax return.

❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

Mode	Description
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

Data File Layout ➤

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Main Menu
Logout

File Definition
File Layout➤
File Upload
File Preview
View Return
Verify Info

Position	Field Name	Size	Include
1	Schedule Type	2	Required
2	Carrier Name	100	Required
3	Carrier FEIN	10	Required
4	Mode	2	Required
5	Origin State	2	Required
6	Destination State	2	Required
7	Sold To	100	Required
8	Purchaser FEIN	10	Required
9	Transaction Date	8	Required
10	Manifest Number	15	Required
11	Gross Gallons	9	Required
12	Product Type	3	Required

Reset Layout | Save Layout

Back   Next

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule (In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Position refers to the column on the schedule that is uploaded into EPath.

Step 3: Click Next

Step 2: If the layout changes click Save Layout before clicking Next.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6e	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/01/2016	12345	1500	54
6e	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/02/2016	12345	2500	54
7	A Carrier	123456789	J	SD	TX	A Purchaser	999999999	02/03/2016	12345	1200	54
7	A Carrier	123456789	J	SD	FL	A Purchaser	999999999	02/04/2016	12345	800	54
2	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/05/2016	12345	20200	54
10G	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/06/2016	12345	900	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/07/2016	12345	1000	54
8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/08/2016	12345	1500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/09/2016	12345	1800	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/10/2016	12345	2500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/11/2016	12345	3500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/12/2016	12345	2000	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/13/2016	12345	500	54
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/14/2016	12345	500	54

❖ **When uploading a schedule into EPath the Data File Layout must match the uploaded schedule.**

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Department of Revenue

Example: Successful Download

Supplier File Preview ➤

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ➤
CNG Vendor
CNG Summary
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Back   Next

Click Next

Example: Failed Download

If you did not get error messages click Next and skip the next slide

Step 1: If you get error messages click on View under Error Codes

View Results ➤

Filing FEB 2016 Return For 3000-1000-LV

Main Menu
Logout

These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Ca
Failed	View	8	A Carrier	12

File Definition
File Layout
File Upload
File Preview
Schedule Errors ➤
CNG Vendor
CNG Summary
Verify Info

‹ ›

Page 1 of 1 | Total Records: 1

Total Records: 14   View Save
Successful Records: 13   View Save
Invalid Records: 1   View Save

Step 3: Click Back

This will open a new window that describes the error.

Step 2: Go directly to your schedule file on your computer, make the needed corrections, and save the file.

Back   Next

Motor Fuel Return Error Code Descriptions	
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurrs during the reporting period

South Dakota Department of Revenue

Example: Failed Download Continued…

Supplier File Preview ➤

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview ➤
CNG Vendor
CNG Summary
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	8	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD

Step 4: Click Back on the File Preview Page

[Back] [Next]

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000-LV

Main Menu
Logout

File Definition
File Layout
File Upload ➤
File Preview
LPG Vendor
LV Summary
Payment Method
Make Payment
Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

[Browse...]

[Add File]

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/20/2016 5:09:56 PM	H\Excel\LV Schedule.csv	1490

[Back] [Next]

To Upload New File
- ✓ Click Browse
- ✓ Upload Correct File
- ✓ Click Add File
- ✓ Click Next

Step 5: Click Delete and upload the corrected file

South Dakota Department of Revenue

Liquefied Petroleum Gas Return

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
LPG Vendor ➤
LV Summary
Payment Method
Make Payment
Verify Info

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	4,000
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	2,500
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	900
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	2,000
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	10,800
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	20,200

INVENTORY RECONCILATION

9. Beginning LPG Inventory	
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	20,200
11. Total gallons to be accounted for (Add Lines 9 and 10)	20,200
12. Total gallons sold or exported (Record amount from Line 8 here)	20,200
13. Ending LPG Inventory (Subtract Line 12 from Line 11)	0

TAX CALCULATION AND REMITTANCE

14. Fuel Taxable Sales (Record Amount from Line 7 here)	10,800
15. Fuel Tax Rate	$0.20
16. Fuel Tax Liability for this reporting period (Multiply amount on Line 14 by tax rate on Line 15)	$2,160.00
17. Allowance (Multiply first 25,000 gallons on Line 14 by 0.02 and excess gallons by 0.01. Add amounts and multiply by $0.20 Record amount here ($500 Maximum))	$0.00
18. Net Fuel Tax Liability (Subtract Line 17 From Line 16)	$2,160.00
19. Interest	$64.80
20. Penalty (If filing after due date)	$216.00
21. Total Due (Add lines 18,19, and 20)	$2,440.80

Calculate   Back   Next

Step 1: Lines 2, 6, and 9 are entered in manually

TIP: Calculate entries before continuing on in the process.

Step 2: Click Next

Liquefied Petroleum Gas Return

Main Menu
Logout

File Definition
File Layout
File Upload
File Preview
LPG Vendor
LV Summary ➤
Payment Method
Make Payment
Verify Info

SALES SUMMARY

1. Gallons sold tax-unpaid to other licensed LPG Vendors (Attach Uniform Schedule of Disbursements Type 6e)	4,000
2. Gallons sold tax-unpaid for agricultural (exempt) use	0
3. Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule Of Disbursements Type 8)	2,500
4. Gallons sold tax-unpaid to licensed LPG Users or Highway Contractor (Attach Uniform Schedule of Disbursements Type 10g)	900
5. Gallons exported from South Dakota (Attach Uniform Schedule Of Disbursements Type 7)	2,000
6. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return	0
7. Gallons sold for or used in licensed vehicles upon which fuel tax is due (unless sold to a licensed LPG User or Highway Contractor) (Attach Uniform Schedule of Disbursements Type 5)	10,800
8. Total LPG Gallons Sold or Exported (Add Lines 1,2,3,4,5,6 and 7)	20,200

INVENTORY RECONCILIATION

9. Beginning LPG Inventory	0
10. Total gallons received during the month or brought into South Dakota (Attach Uniform Schedule of Disbursements Type 2)	20,200
11. Total gallons to be accounted for (Add Lines 9 and 10)	20,200
12. Total gallons sold or exported (Record amount from Line 8 here)	20,200
13. Ending LPG Inventory (Subtract Line 12 from Line 11)	0

TAX CALCULATION AND REMITTANCE

14. Fuel Taxable Sales (Record Amount from Line 7 here)	10,800
15. Fuel Tax Rate	$0.20
16. Fuel Tax Liability for this reporting period (Multiply amount on Line 14 by tax rate on Line 15)	$2,160.00
17. Allowance (Multiply first 25,000 gallons on Line 14 by 0.02 and excess gallons by 0.01. Add amounts and multiply by $0.20 Record amount here ($500 Maximum))	$0.00
18. Net Fuel Tax Liability (Subtract Line 17 From Line 16)	$2,160.00
19. Interest	$64.80
20. Penalty (If filing after due date)	$216.00
21. Total Due (Add lines 18,19, and 20)	$2,440.80

View Printer Friendly Version

[Back] [Next]

TIP: Always remember to review your entries before continuing on in the process.

Please Note: You will **NOT** be able to print your return after it is submitted. Click View Printer Friendly Version to print your return

Click Next

Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your LPG Vendor Return. If no tax is due you will not reach this page.

Payment Method ➤

Step 1: Choose a Payment Method

Select the Payment Method you will be using

○ ACH Debit ❓
○ ACH Credit ❓
○ Credit Card VISA MasterCard DISCOVER

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

○ No Payment at this time. (Interest will apply to late payments.)

File Preview
EB Summary
Payment Method ➤
Make Payment
Verify Info

Step 2: Follow the prompts to make a payment if you choose to make a payment at this time

If you choose to make a payment at a later date select <u>No Payment at this time</u> and click <u>Next</u>.

Back   Next

Step 3: Click Next

Verify Information >

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-LV	**Period:**	02/2016
Name:	WONDER WOMAN CORPORATIONS	**Return Due Date:**	3/23/2016
File Code:	Required Calendar Monthly	**Return Type:**	LV - Original
		Total Tax Due:	$2,160.00
		Interest/Penalty:	$280.80
		Total Due:	$2,440.80
		Payment Type:	None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password: ●●●●●●●●●●

Back   Submit

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information ➤

Confirmation

Confirmation Number:	117241041694570824
Date Submitted:	Jun 20, 2016 5:24 PM

Return

License:	3000-1000-LV
Period:	02/2016
Return Type:	LV - Original
Return Due Date:	Mar 23, 2016
Total Amount Due:	$2,440.80

View/Print Full Return

[Print] [Main Menu]

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath at: **http://dor.sd.gov/epath/**

Questions?

Call: **605.773.8178**

Email: **sdmotorfuel@state.sd.us**